



**Elk Grove Community Services District
Parks & Recreation Department**

JOB ANNOUNCEMENT

**Kid Central
Sr. Site Leader**

(Part-time – Year-round)

Under supervision, Sr. Site Leader typical duties will include: leading and teaching participants; interacting with children and participating in arts, crafts, games, cooking, sports, and music; ensuring compliance with department and program policies and safety procedures; performing facility, site, and equipment set-up, take down, and housekeeping; opening and/or closing facilities; distributing supplies and materials; answering questions from customers; working cooperatively with all other department staff; attending all staff meetings and trainings; training and leading staff; handling customer complaints; stepping into the role and responsibility of the Site Director in the absence of the Site Director.

Knowledge of: appropriate program activities, customer service, workplace safety; maintaining a cooperative and effective working relationship with others; telephone etiquette; English usage, spelling, grammar, and punctuation; effectively working with children.

Minimum qualifications: Must be at least 18 years of age or older, have 6 college units in Child Development, Recreation, or closely related field, and 6 months experience working in a related recreation program. If hired, CPR certification must be obtained within the first 60 days of employment. Fingerprinting required.

Work Site Location:

Hours:

Shift Needed:

Starting Salary:

KC Station-various sites or KCHQ

35 hours/week

7:00 – 8:00am, 2:00-6:00pm, or 11-6,M-F.

\$9.05 – 9.95/hr

APPLICATION: Available at Elk Grove Community Services District (CSD), Parks and Recreation Dept., 8820 Elk Grove Blvd. Suite 3, Elk Grove, 95624, or download from our website: www.egcsd.ca.gov.

Send completed application to:

Jennifer Campbell
Elk Grove CSD
Parks & Recreation Department
8820 Elk Grove Blvd., Suite 3
Elk Grove, CA 95624
(916) 405-5330

Application Deadline:

Open until filled.



Application for Part Time Employment

Elk Grove Community Services District
Human Resources Department
8820 Elk Grove Blvd., Ste. 1
Elk Grove, CA 95624

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Applied for _____ Date _____

Print Name _____
Last First Middle

Home Address _____
Street City Zip Code

Home Phone _____ Day Phone _____ Social Sec. No. _____
Area Code Number Area Code Number (optional)

EDUCATION AND TRAINING SUMMARY

	NAME OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
High School				
Undergraduate College				
Graduate Professional				
Other				

CHECK CERTIFICATES YOU HOLD:

☐ First Aid ☐ CPR ☐ CPR-BLS ☐ Lifeguard Training ☐ Water Safety Inst. ☐ Lifeguard Training Inst.

MONTHS AVAILABLE FOR EMPLOYMENT (Check each month available)

☐ Jan ☐ Feb ☐ March ☐ April ☐ May ☐ June ☐ July ☐ Aug ☐ Sept ☐ Oct ☐ Nov ☐ Dec

Answer only if the position you are applying for requires driving as part of the minimum Qualifications. Do you possess a valid California driver's license? ☐ Yes ☐ No

If yes, enter your driver's license number, expiration date and the class of license.

_____ Exp. _____ Class _____

EMPLOYMENT EXPERIENCE: Start with present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status. You may attach a resume as long as it includes all information listed below.

EMPLOYER	ADDRESS	PHONE	WORK PERFORMED	DATES EMPLOYED

Would you prefer that we do not contact the employers listed? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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Are you over eighteen years of age? ☐ Yes ☐ No

If, under eighteen, can you, after an offer of employment, submit a work permit? ☐ Yes ☐ No

Have you ever filed an application with us before? If Yes, give date _____ ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date _____ ☐ Yes ☐ No

Have you ever been convicted of a crime? (Note you may answer "no" if the conviction is specified in Health and Safety Code (HSC) Section 11361.5 which pertains to various marijuana offenses, or, if the conviction was a violation under the HSC Section 11557 or its successor Section 11336 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.) ☐ Yes ☐ No

Conviction will not necessarily disqualify an application from employment. If yes, please explain.

Were you ever discharged, rejected/terminated/non-reelected/released during probation, or have you ever been requested to resign from any employment? ☐ Yes ☐ No

Can you perform the functions (essential and/or marginal) of this job, with or without reasonable accommodation? ☐ Yes ☐ No

Please describe how you would perform these functions? (Description may include essential and /or marginal functions.) _____

State any additional training, skills, and extracurricular activities you may feel may be helpful to us in considering your application _____

How did you learn about us? ☐ Advertisement ☐ Friend ☐ Walk-In ☐ Web Site ☐ Employment Agency ☐ Relative ☐ Other

APPLICANTS STATEMENT:

I declare each of the answers given to the questions on this application to be complete and true to the best of my knowledge. I understand that any misrepresentation or omission may be cause for nonselection or dismissal. I understand, also, that I am required to abide by all rules and regulations of the employer.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. This provision does not apply to prospective bargaining union members.

Signature of Applicant

Date